Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
Workshop MEETING
District Boardroom
Wednesday, August 4, 2021, 7:00PM

1. Opening Procedures

1.01 Call to Order

The August 4, 2021 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:02pm by President Willard Dellicker.

1.02 Opening exercises included the Pledge of Allegiance and a moment of silence

1.03 Roll Call

PR/AB

PR	John Casciano	PR	Todd Hernandez	PR	Alan Rex
PR	Willard Dellicker	PR	Todd Leiser	PR	Rachael Scheffler
AB	Joseph Fatzinger	PR	Rosemarie Lister	PR	James Warfel

Also Present: Scott Shearer, Arthur Oakes, Luann Matika, LeAnn Stitzel, Leslie Frisbie, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: A. Rex Seconded: R. Scheffler Vote: 8 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time

2. Curriculum/Building Issues

2.01 Health & Safety Plan Update

J. Holman said this was sent out to our community Friday night. She said this was approved by the Board in June so we could operate our summer programs. She said we identified the changes in orange on the plan and have posted it on our COVID-19 website. She said the changes do not require Board approval, but wanted to go through them for full transparency. She said there are two changes to the face coverings section, one is responsive to a Federal order that requires face masks on public transportation which means face masks will be required on school transportation with the exception if the bus driver is the only one on the bus. She said the other identified area within the plan is that a student or staff person is required to wear a face covering within the nurse's office as well as in the trainer's office. She said we will have disposable masks available if needed. She said we did include a comment that we will enforce any Federal and State orders or requirements. She said there also are some thoughts in place should there be community spread or spread in our buildings to mitigate those changes and make changes to the face covering practices. She said information was added about physical distancing and not having students face-to-face when possible. She said the last two changes are to facilities and visitors. She said we want to try to maintain in-person learning for as long as we can and felt that limiting our building usage would help in terms of cleaning and focusing on classrooms. She said we will require visitors to self-screen and ask unvaccinated adult visitors to wear a face covering. She said we will continue to adapt as we need to and said the Board has given us great trust in making the right decisions for the right reasons. She said we are looking forward to returning to some sort of normal year and said it won't be completely smooth, but we will do it together in the safest way possible.

W. Dellicker asked why the Board doesn't have to approve changes. J. Holman said we have to upload the changes to the Federal government to our grant application, but they don't have to be

approved; however, they have always brought changes and highlighted them so they are aware. T. Sosnovik said the initial plan required approval, but the subsequent revisions do not.

W. Dellicker said he thinks it is important that the public and parents know what the safety plan covers. He said importantly they need to know our mask policy and it is important that we get the word out that our Health & Safety Plan regarding masks and distancing have these requirements; that masks are voluntary; however, they are mandatory in all school vehicles and the nurse's and trainer's office and that's it, otherwise it is the parents choice. J. Holman said there could be one more time because advice came yesterday from CDC that if you are vaccinated and in close contact it is recommended that you mask. She said we will have to talk internally about whether it is recommended or required. J. Holman said the updated plan was sent out Friday to families explaining the updates to face coverings and said it will continue to be a topic in the news and possibly some districts could change. W. Dellicker said he doesn't think this is the last we will hear from CDC.

T. Leiser said we should be really clear on if and when this policy is to change guidelines and if the CDC says x we do y. He said there should be a discussion at some point about what we are following or not following. He said he's hearing there are School Boards around that are voting to not follow certain guidelines and would pose that question, do we vote on some of these things or not. W. Dellicker said he thinks we would have to wait and see what the situation is. J. Holman said what we have followed in the past have been things required. She said if the CDC requires something for school it will be implemented. She said we will continue to collect data to help and make decisions based on Federal/State requirements, local data, or information in school building cases. She said if it means a student has to wear a mask because something is happening in the building, that is a better alternative than doing a closure and the students not being in school.

R. Lister said their approach is comprehensive, tiered and best practices. She said she thinks it's fundamentally educational and a very smart strategy and she commends them for that. She thinks it is important to not base it on one person or a news media source and look at recommendations that have changed. She said as long as we continue to do that she thinks we're allowing people to make very good decisions or be part of learning about how those decisions are made.

J. Warfel asked if there has been any impact on enrollment, primarily people not willing to send a child into an unmasked school. J. Holman said the opposite, she said we left the school year with approximately 39 students selecting Digital Academy for a variety of reasons. She said as of today we are around 29 students, but she does expect some shift one way or another as parents make final decisions. She said you have to try and look at the science & data because there are people on both sides.

W. Dellicker asked what the final date is for parents to make a decision. J. Holman said there isn't a final date and at any point students can enroll in Digital Academy. W. Dellicker asked if this could affect our 4th grade. J. Holman said Northwestern Elementary has a few more students than it did when discussed in June, some are students that came back and some are transfers.

J. Warfel asked if Digital Academy is the only other alternative to being in school five days. J. Holman said that is correct, there is no hybrid or 50/50 in terms of cohorting, our plan is five days a week for all students in school. She said one thing we need to figure out is students in quarantine with Zooming, but that is not a selection of choice. L. Stitzel said homeschooling is always an option as well.

W. Dellicker said he thinks our staff was concerned about Zooming and teaching at the same time, but thinks at this time we can safely say that is not the plan. J. Holman said the one thing we have to work through is if a student is quarantined and how we allow them to participate for that period of time.

T. Leiser asked if they choose Digital Academy, is there a point they cannot come back in a semester. J. Holman said there is not, Digital Academy can at any time transition; however, we try to convince families the best time. J. Holman said she thinks it is a good start to maximize in-person learning as well as keeping all of our staff and students safe.

W. Dellicker said speaking for himself, his approach all along has been to try to normalize as much as possible, the education of the kids in the classroom and given the resources that are available to us locally, we are doing what is best for the kids, but giving the freedom to the parents to make a choice as to what they want for their kids. J. Holman said if there is a family or student that chooses to wear a mask, that is acceptable and we will be very supportive.

J. Warfel said the administration has done a great job and made decisions that deserve our respect. He said what the staff did last year was really remarkable and he is thrilled that they are not coming back to school facing that same set of circumstances this year. He thanked all of them and said it was an extraordinary accomplishment to get the kids through school.

2.02 2021-2022 Calendars
J. Holman said we missed November 19th, there are always 4 conference days and we only had 3. She said the only change to the calendar is November 19th as an early dismissal.

2.03 Circle of Seasons Charter Renewal
W. Dellicker said we have been trying to bring this to a close for months and now have the final document that he'd like to take a little bit of time and refresh ourselves with what is in this charter.

J. Holman said our attorneys and the attorneys representing Circle of Seasons did negotiations in June, but it was not finalized for the June agenda. She said this document attached is the results of their negotiations. She said there is one managerial change which we are not opposed to and that is we create a Google Drive for them to house all of the documents that they will dump the information in there monthly. She said beyond that it is pretty similar to the previous charter with some additional provisions that we requested. She said she was not involved with the negotiations, but if they have questions about language or changes she will take them and get answers. R. Lister asked if entering information into Google is safe. J. Holman said we have a Northwestern domain on Google and it is safe. T. Sosnovik said it will be restricted to only the individuals that we grant access to.

W. Dellicker said this is a 5 year term and the conditions that follow the whereases name the school as Circle of Seasons Charter School but doesn't say anything about Waldorf in there and said they have been told this is a Waldorf Method School. He said when you check the website they are not listed as a Waldorf School. J. Holman said they are a member of the Alliance for Public Waldorf. W. Dellicker said that is not mentioned in the agreement and is a specific method of instruction that they use to make themselves different from what we're offering in public school and there is no mention of it being Waldorf. J. Holman pulled the website and said they are a member of the Alliance for Public Waldorf. She said the original charter application had to demonstrate their differences in terms of approach from the public school alternative.

W. Dellicker said he is going to go through a bunch of items and questions he has to refresh our memories and make it clear what we will be approving. He said number 4 at the end of the paragraph talks about the charter school adopting new goals which replace the prior goals and said he is not sure what that means. J. Holman said annually they have to send us goals and in the charter packet of documentation they have a strategic plan where they approve goals. She said she doesn't know why it is mentioned there, but they do have goals that replaced the prior goals. She said she doesn't approve their goals, but she accepts their goals and accepts the document.

W. Dellicker said they shall not offer online or remote learning other than pandemic related issues which means they are not going to set themselves up to be an online kind of charter school. J. Holman said that was a request of ours.

W. Dellicker asked why we have to put in that the charter of trustees will not get paid and asked if that is something that happens. J. Holman said she doesn't know if they have or have not been paid, but thinks that is a change of wording. She said she will get the information in terms of the pay and compliance.

W. Dellicker said number 9 has been corrected and addressed, the word "flag" was left out of the first sentence. He said when they first started they did not think they needed to display a U.S. flag in their classroom, he said this upset him and a lot of people on the Board back at that time.

W. Dellicker said number 15 talks about PSERS retirement or an approved 403b plan and asked what they had done there when the school originally formed. L. Frisbie said when the school originally formed they were required to participate in PSERS, went through the approval process and were granted an exception to not participate in PSERS. She said they had grandfathered employees and then new employees after that are in a 403b, so now they have both.

W. Dellicker said number 17 talks about a yearly audit and asked what kind of audit that is. L. Frisbie said as part of that financial statement audit, if they receive federal funding above certain thresholds they also receive a federal programs audit, that's all encompassing in that annual audit. W. Dellicker asked if we have to monitor that audit. L. Frisbie said she reviews the report for findings, but other than that we do not do anything with the audit.

J. Warfel said there has been controversy in the state that alleges that some charter schools have not been audited and asked if that's correct. J. Holman said that is the general audit and asked for that as a document when they went to visit because that is one of the audits we participate in. She said they don't have one because they have never in their existence been audited at least up to the time we had done that request. L. Frisbie said part of that is a state issue because there is not enough staff. W. Dellicker stated they have been in existence for 8 years without a single audit from the state. L. Frisbie said yes.

T. Leiser asked if that is a state level decision to not send the auditors in or where that decision is made. L. Frisbie said she doesn't know that it is a decision not to send them, but thinks that they can't schedule because they don't have the people to do the audits. She said Circle of Seasons has nothing to do with them not receiving an audit and it's purely a scheduling issue at the State level. She said there are a lot of charter schools across Pennsylvania that have never been audited by the auditor general. R. Lister asked if you can make a request for a charter school in your district to be audited. J. Holman said she doesn't know the answer to that, she said she emailed the Auditor General just to confirm that they did not have one. She said she's sure anyone can make a request to the auditor how they prioritize those or figure out who gets on the list. W. Dellicker said this is concerning to him and should be concerning to every parent that sends their kids there. He said it is not their fault, but is a concern.

W. Dellicker said item 18 talks about legal challenges as a result of the Board of Trustees decisions and asked if there is any need to hold harmless for Northwestern Lehigh or is that assumed to be in there. J. Holman said she doesn't know how this language differs from the exclusion of liability and a hold harmless but can ask.

W. Dellicker asked for number 19 to be explained about 4-year old Kindergarten students. J. Holman said there are certain charter schools, Circle of Seasons is not one of them, that accepts 4-year olds. She said each school board sets the beginning school age. She said they can accept the students but it is stated that the school districts should not be billed for the reconciliation of the funds if they choose to accept 4-year olds.

W. Dellicker said number 20 concerns him because of the difficulty we've had getting information to our administrators responsible for various areas of the charter school operation and asked if it has gotten better. J. Holman said her hope is that we don't have any further problems and said the principal at Circle of Seasons has spoken to the Board several times about wanting a collaborative relationship with the District. She said it has gotten better over time and hopes it continues.

T. Leiser said he doesn't see anything in agreement regarding a breach in agreement, he asked if there is somewhere else where there is language that says in case of a material breach this is what happens. J. Holman said there is part of that in section 51, but it doesn't have the "this is what happens." W. Dellicker stated it does say three violations within one school year constitutes a material violation of the charter provided we give written notice. T. Leiser said he is questioning why it is stuck in that section and not a universal statement.

J. Casciano said we had a problem last charter with background checks and asked if that improved. L. Matika said there has been much improvement, even with the record keeping.

W. Dellicker asked if we got the annual report. J. Holman said yes, she got it electronically and that is their version of a strategic plan and it's called an annual report.

W. Dellicker said number 24 talks about special education resources and asked if that improved. J. Holman said Mrs. Edmonds did an on-site visit and observations and they both spoke to a number of parents. She said they are in compliance with the requirements for special education services based on our visit and the information provided.

W. Dellicker said under personnel it talks about the certified principal who can also be the CEO and asked if that is the current situation. J. Holman said it is, Allison Sager is their principal and CEO and said she thinks they are clarifying that person can serve a dual role.

W. Dellicker said he didn't realize that only 75% of the staff needs to be certified teachers. J. Holman said that is correct and is a State code for charter. W. Dellicker said it's concerning we have to be 100% certified and they do not as a charter school law. L. Matika said at the audit we do that calculation and they are higher than 75%.

W. Dellicker said number 40 talks about removing all references to a workplace safety committee and asked why that was put in there. L. Matika said it is not required by the Department of Labor unless you want a 5% reduction on your workers compensation insurance. She said they may have a safety committee for students, but that is not the workplace safety committee for the 5%.

W. Dellicker asked about the State standards for education technology and said they have an aversion for using computers in the classroom and asked if there is something we look at to compare what they're doing with technology. J. Holman said yes there are standards and they originally did not include technology standards which is why it's included now. She said this is something we monitor when we go on our visits and something L. Stitzel monitors. She said regardless of pandemic they must meet the academic standards for educational technology. J. Warfel asked if it is simply a matter of what they're teaching and where, since there is no assessment. L. Stitzel said the standards dealing with technology are the ones for digital learning. For example, if they are creating something digitally and can sometimes get around if they are doing something for homework. She said we have to rely on the written curriculum they provide us because we can't go down there and check. She said the written curriculum is in compliance.

W. Dellicker asked about the history of the reports and if it is under control. J. Holman said to her knowledge they have been in compliance with submission to the state.

W. Dellicker asked if we ever offered or if they ever requested to utilize our professional development for their employees. J. Holman said no, the only collaboration she is aware of was their request for EL, but to her knowledge in the past several years there has been no request. She said they have invited us to several of their professional developments over the years when they brought people in.

W. Dellicker said he does not understand the Wardolf paragraph and said it seems to be a conflicting sentence. J. Holman said the Waldorf curriculum they implement must continue to be in compliance with state standards. She said she believes the Waldorf method has some very distinct scope and sequence for when they introduce reading and technology. She said depending on their grade level standard they may not meet the same level the PA standard requires it.

W. Dellicker said he would like to see the Board minutes to see what is going on. J. Holman said she will share those with him.

W. Dellicker said under 48 prior to the start of the year the charter schools should submit it's PA Academic Alignment document if it changed and asked how we would know if it changed. J. Holman said she thinks they call it a block rotation and core standards that they submit to us every year.

W. Dellicker said number 49 talks about the charter school being a Pennsylvania nonprofit and has to operate under the nonprofit corporation law and asked where the excess revenue goes in a charter school and asked if they have a fund balance. L. Frisbie said yes they have a fund balance.

W. Dellicker asked if they pay Waldorf. J. Holman said there is an application process but she is not sure if there is a fee. L. Frisbie said she is not sure either.

W. Dellicker said tonight is the first time we saw this and he is not sure if he is ready to take action on this.

J. Holman said she will compile a list of questions and have the lawyer at the Board meeting to answer questions. W. Dellicker said his biggest concern is that in the past we had difficulty getting information from them that required us to spend legal fees to get that information from them so we could do what we are required to do. J. Holman said she doesn't have a desire to run Circle of Seasons and wants them to be in compliance. She said we take our job seriously and it is our responsibility for the monitoring for the students that attend there.

W. Dellicker said the history of appeals from charter schools for a charter that has been denied is that the State then takes over the monitoring and the state is the monitoring authority rather than the school district and we would lose control. J. Holman said that is half true and half not true. She said we wouldn't have any say in what goes in the document, but the oversight is still ours. She said we wouldn't have any requirements that we are trying to put in place but the responsibility of the regular audits would still lie with the school district.

R. Lister asked whose responsibility it is for health exams, to ensure students are taking care of their health. J. Holman said they do have a school nurse and her presumption is they have to do them, but they have not looked at student health records. She said she will check what they are required to do and if it is the same or different from what we do.

J. Warfel asked if we knew the age group of the 13 new Circle of Seasons enrollments. L. Frisbie said the majority are the incoming Kindergarten. She said as of right now we have 87 students enrolled at Circle of Seasons.

T. Leiser questioned their charter expiration and said they are outside their current charter and asked when they return to school. J. Holman said they start early and have elongated breaks around the traditional holiday seasons. A. Oakes said Tuesday we will start transporting students to Circle of Seasons. T. Leiser asked if we pay for the transportation. J. Holman said yes. A. Oakes said right now we have four vehicles. W. Dellicker asked if we pick them up at their house and how long the bus ride is. A. Oakes said yes we pick them up at their house and we keep them under an hour. L. Frisbie said she believes the old charter stays in status quo until the Board will vote.

J. Holman said she will put together a list of questions for the attorney and get back to them.

2.04 21-22 Instructional Time Template
J. Holman said this is a PDE required form that we have to fill out and submit. She said this is PDEs assurance that we will continue instruction to meet the 180 requirement. J. Holman said we put in a statement about prioritizing in-person learning and that we could potentially look at considering a hybrid option or complete closure if necessary. She said this must be submitted to the State.

2.05 Participation in the PAYS survey for Grade 8 and Grade 10
J. Holman said we do this every two years and per Board Policy 235, any survey not mandated needs Board approval. J. Holman said this is anonymous in nature. She said we do have a process by which our parents are informed about the survey and the option to opt out should a parent wish to do so, they are also given the opportunity to review the questions. She said we have done this the past three times over six years and this has always been valuable.

A Rex asked about question X5. J. Holman said she believes it is a typo but will find out.

R. Lister said she has seen the questions many times and they are good questions.

3. Policy

3.01 First Reading of the Following Policies:

218.1 Weapons
218.2 Terroristic Threats
247 Hazing
249 Bullying/Cyberbullying

T. Sosnovik said we have four policies for review that include minor language changes to incorporate changes in school code. He said ACT 18 of 2019, requires every public school district to have a Threat Assessment Team and said the team helps us to evaluate different behaviors, warning signs and respond appropriately. He said there is a team of administrators who have already been trained in May and throughout the summer they've been working on the procedure to roll out this Fall. He said the language is required to incorporate it into a Board Policy level.

J. Warfel said they talked about developing these threat assessment teams as part of the comprehensive plan and also believes it is one of T. Sosnovik's personal goals. T. Sosnovik said yes his goal is helping to oversee and develop all the procedures. J. Warfel asked where we stand with this. T. Sosnovik said the procedures were developed; representatives of each level were trained by the CLIU in May and we took that training and moved it into procedures that we are going to institutionalize here.

T. Leiser asked how he should interpret the weapons policy to that link. T. Sosnovik said PSBA reviews the policy and makes all of the legal citations necessary for the language that was approved by the School Board. He said some of the citations in there now may be updated due to the updating of public school code and other laws that have transpired since it was last approved.

W. Dellicker asked if we anticipate any bullying regarding people who do or don't wear masks. T. Sosnovik said if you look at what occurred last year and what little resistance we got from the student body he does not anticipate a high level of that. He said we take our bullying and those types of things very seriously and if it does occur we have the support and structures in place to deal with it accordingly.

3.02 Second Reading and Final Approval of the Following Policies:
None at this time.

3.03 Recommendation to rescind the following policies:
None at this time.

4. Operations

4.01 Brandywine Transportation
A Oakes said this is the updated fee schedule we get every year. He said they do a contract with us and it is currently for two vans.

4.02 School Lunch Prices
T. Sosnovik said each year we always approve school lunch prices and said this year we are only approving adult lunches because the Federal government has granted free lunch to all public school students. W. Dellicker asked that all of our students will be getting a free lunch. T. Sosnovik said yes, it has been extended from last year and all students regardless of status can get a free meal.

J. Holman said we still ask parents to fill out the free and reduced lunch applications because it has an advantage to them and the District. She said we will send a couple notifications for parents to fill out the applications because we don't want it to have an effect on our federal funding in years to come. T. Sosnovik said there are other benefits for families that qualify for free and reduced lunch as well and he would hate to have families miss out on an opportunity to receive financial benefits to help them.

T. Leiser asked what the reimbursement is for that. J. Holman said we receive a significant amount of federal funds and title funds that are derived from free and reduced meal percentages and we don't want to have a multiple year effect because families do not fill out the application.

J. Warfel asked if the fact that this was available to all kids improved revenue. T. Sosnovik said it's hard to say because of COVID and families being cautious about what their kids were eating. He said as we move forward into this school year and the restrictions to COVID are not as stringent, the offerings will be much greater and we're hoping to see a large boost. L. Frisbie said our school lunch price last year was $3.30 per meal and our reimbursement from the government was $3.51, so we were receiving a little more reimbursement than what we would have through a paid lunch.

W. Dellicker asked if the Federal government is implementing these meals, what happens with the excess or deficit. J. Holman said if we serve meals in excess we would still have the same issue. L. Frisbie said to think of it like a financial statement, we collect the money per meal as a revenue and then whatever the food and labor costs will be deducted off that to come to the bottom line. She said the goal is to get back to the black in that fund.

T. Sosnovik said hopefully by having free lunches we will get more participation which helps the District and will benefit our transition into this program with a new food management company. He said families will only be charged for a la carte items. W. Dellicker asked how we are communicating this. J. Holman said we will have a food service letter that will go out with the back to school information. T. Sosnovik said we will send this out multiple times since it is easy to overlook with all of the back to school information and plan to send reminders.

T. Leiser said if you do the quick math on it, it is a $600 plus benefit and savings for families that choose to eat in the cafeteria over packing a lunch.

4.03 Food Service Transfer
A. Oakes said we need two pieces of equipment for the kitchen. He said one is at Weisenberg for a steamer that broke pre-covid and is beyond repair. He said this is in conjunction with recommendations from the new food service company. He said the other is at the middle school, a pass-through refrigerator needs to be replaced. L. Frisbie said because the items are for the cafeterias, the assets will be capitalized in the food service fund. She said the General Fund will send the money to the food service fund as a capital contribution that does not need to be repaid and then the food service will purchase the equipment and the asset will be capitalized in the food service fund. A. Rex asked if these are State contracts or out for bid. A. Oakes said these are COSTARS.

4.04 Operations Roof Replacement/Restoration
A. Oakes said this is part of our roof management plan and our capital improvement plan for the roofs. He said this is part restoration and part brand new. He said the shingle part is existing from the original building, the restoration of the flat roof is getting restored because there are 8 skylights that are all leaking. L. Frisbie said we have an annual budgetary transfer from the general fund into the capital reserve as part of our roof management plan. She said we have about $900,000 earmarked for roof replacement in the Capital Reserve Fund, and this project is on the list. W. Dellicker asked when this will be done. A. Oakes said they are not sure yet, it depends on the delay of material.

5. District Finances

5.01 GOB Series 2017 Bond Refinancing
Scott Shearer presented a refinancing opportunity with the Board. He said going back the past couple years they saved the district about a million dollars through various refinancing and said the Board has always acted quickly and in a prudent manner to move forward with the fundings and has saved taxpayers a fair amount of money. He said when talking about refunding or refinancing, it means going from a higher rate on a piece of existing debt to a lower rate, not changing the amortization or final maturity which will hopefully achieve economic savings. He reviewed the highlights and said the rates were really good when they did the transaction in 2017 and the principal is about $5.6 million outstanding. He said the district uses a debt structure called Wrap Around and the date of final maturity is 2033. He said they are looking to keep the same exact final maturity so the estimated current savings is about $350,000 or about 6% of what we're funding which is about three times the recommended amount to consider and said it's a pretty efficient transaction. He said there is a little bit of fluff in the numbers because if the Board would like to proceed there are a few more months

until they can lock in the rates. He said some of the other transactions are taken over the life of the financing so they will see a little bit of savings each year as well.

He said he would also like to discuss the issuance cost. He said for the more recent transactions the district has contributed cash at settlement to pay for the issuance cost and they can do that if the Board wants to proceed or they could wrap the costs in financing. He said that does not need to be decided today but something we'll want to continue to talk about. He also reviewed the timeline.

I) Targeted Refunding Candidate

- 2017 Bonds
  - Principal: 4,130,000
  - Rates: 2.50%-4.00%
  - Structure: Wrap Around
  - Final Maturity: February 15, 2033
  - Current net savings are approximately $350,000 or 6% of refunded par
  - Savings taken over life of the financing
  - Pay costs of issuance with cash (past practice of the District)

II) Timeline:

August 4	Discussion with Board
August/September	Discussion with local bank on available rate & underwriter RFP process
September 15	Board Consider Parameters Resolution
October 12 or later	Sale (Lock in Rate)
November 17 or later	Settlement

He reviewed the 10 year municipal index and said where we are at now rates have been greater about 98.5% of the time. He said we are not at the all-time low but pretty close. He reviewed the district's overall debt portfolio and said the average rate on the 2017 bond is just under 3%. He said most of the other debt is around 1-2% and thinks it is pretty low to begin with and the debt outstanding has very low interest rates which is very good. He reviewed the existing amortization of the 2017 bond and said if they decided not to refinance and just continue to pay the debt service as is, the payments are set in stone all the way through maturity and the only way to change is to refinance.

T. Leiser asked what the difference is between the total on page 4, $8,158,200.00 and total on page 5, $8,045,175.00. S. Shearer said the one on page 4 is the outstanding debt as of July 27, 2021 and page 5 is assuming a few months down the road when we are able to do the transaction some of it is already paid off.

S. Shearer reviewed the estimated savings and said it is about $75,000 the first year and then about $35,000-$40,000 per year thereafter. He said the total estimated savings is $490,401.86 and after you factor in the district's cash contribution, the net savings is $357,636.86. He said that is net of additional cost, state share and net of the savings and for this one there are no state rental reimbursement payments related to this debt issuance. He reviewed the closing and usage and said the vast majority of the proceeds go to paying off the old bond about $5.8 million.

J. Warfel asked what the pros and cons are of the cash contribution and where the money comes from if we choose to do so. L. Frisbie said we've paid the cash contribution out of our General Fund the last several bond refinancings. She said within the general fund we have two variable interest rate debts and we budget excess dollars in the event the interest rate spikes during the year and we would need extra funds. She said in the past we have taken the cash contribution associated with settlement out of that budgetary line item. She said if we would not do that then those dollars would flow back into the fund balance at the year end and the refinancing would be wrapped into the borrowing. S. Shearer said about 98% of clients roll the financing costs into the transaction itself. He said there is no right or wrong answer and it is their decision. He said today cash balances are not earning a lot and thinks it does make economic sense right now to consider the idea and pay with cash. J. Holman said historically speaking she thinks the Board has always paid in cash except for one. L. Frisbie said as a reminder there are 5 different rate refundings which we have used the refi savings to convert into a Capital Reserve transfer which has been done over the last several years and her recommendation would be to do that with this as well as a way to continue to build the Capital Reserve Fund for future capital needs.

T. Leiser asked when the TIF comes in and expires. L. Frisbie said they are about 8 years out on the TIF.

T. Leiser asked when the next play would be. S. Shearer said the next possible opportunity would be the 2018 bonds. He said their call date is August 2023 and we could be having this discussion early 2023. He said there is not much to do in 2022 unless a tax law would change. He said one thing they always look at is refinancing with taxable bonds but tax exempt bonds typically have lower interest rates so there is no efficiency doing that right now unless a tax law would change. He said they also keep their eye on the two Emmaus Bond Pools. He said there is about $10 million outstanding between the two loans and they pay off in a relatively short term. He said those are variable rates that are working very well.

T. Leiser asked if there would be a reason to move that and restructure right now. L. Frisbie said we have not because those interest rates have been historically low between 1-1.5%. S. Shearer said it is something they will continue to look at and if it does make sense to refinance or keep the same structure but with a fixed rate he will come back to the Board to have those discussions.

W. Dellicker thanked Leslie and Scott for keeping an eye on our finances and making these recommendations. S. Shearer said we will get things moving and report back to the Board.

5.02 Apex Learning Inc.
L. Frisbie said this is a renewal from last school year and said the rates are the same at $300 per semester course. L. Stitzel said this is one of our digital providers that we utilize.

5.03 Mobile Ed Productions Agreement
L. Frisbie said this agreement is for an assembly that will be held at Northwestern Elementary in the amount of $1,095.00. She said this is one of those routine assemblies that we bring forward to the Board.

mobile ed productions, inc. "Education Through Entertainment"

CONTRACTED SERVICES AGREEMENT

26018 West Seven Mile Road
Redford, Michigan 48240
Toll Free (800) 433-7459
Office (313) 533-4455
Fax (313) 533-8445
www.mobileedproductions.com
Fed. ID #38-2463141
Final payment due by date of show.
Please do not pay the performer directly.

Contract # 130696 **District:** Northwestern Lehigh SD
Program: FREEDOM WITHIN - VIRTUAL
Date: FRIDAY, SEPTEMBER 10, 2021
Start Time: 10:00 AM **End Time:** 3:30 PM **Assemblies:** 4

Billing Address:
Judy Henry
Northwestern Lehigh Elementary School
6493 Route 309
New Tripoli PA 18066

Program to be held at:
Northwestern Lehigh Elementary School
6493 Route 309
New Tripoli PA 18066
Attention: Judy Henry

Sign and Return this Contract Agreement and Deposit to our office by: **Wednesday, June 16, 2021**
Include Contract # 130696 on your payment for it to be properly applied.
Program Cost: $1,095.00
Add'l Session Fee:
Grand Total: $1,095.00
Deposit: $547.50
Send money via PayPal to: info@mobileedproductions.com

Payments Received
Amount Date Received Notes

Balance: $1,095.00

School Contact Information: Please notify us of any
Client*: Judy Henry **Title*:** Assembly
Alternate*: **Title*:**
School Phone*: (610) 298-8661
Client Phone*: (610) 739-7110 **Email*:** henryj1@nwlehighsd.org
Alt. Phone*: **Email*:**
*Required Field

Performance Requirements: **Initial** each of the following conditions and responsibilities:
____ Performer will log on with Zoom approximately 30 minutes prior to the performance time.
____ Recording of the performance is prohibited without prior written permission.
____ Please, no cell phone, food, drink or other distractions present during the program.
____ Designated contact person to act as a co-host and to admit late arrivals to the Zoom meeting.
____ Adult supervision for each program is required.
____ Grade Levels K-6th. Prefer to have K-3 in a group then 4-6 in a group.
____ Performance time is 35-45 minutes.
____ Maximum audience size 400 students per session.

5.04 Illuminate Education Agreement
L. Frisbie said we are looking to sign a three-year agreement to purchase the software called Fastbridge. She said this is going to be used for special education students for some adaptive testing and monitoring. She said we do believe that when we receive additional IDEA funds through the IU, our plan is to fund this software for the next at least two years through those additional funds. She said the agreement is pending legal review.

illuminate education

Client Order
Q-126083

6531 Irvine Center Drive Suite 100
Irvine, California 92618
(949) 656-3133
https://www.illuminateeducation.com/

Prepared Date: 8/4/2021
Valid Through: 9/3/2021
Prepared By: Adam Palmese
Start Date:
End Date:
Quote Term:

Customer: Northwestern Lehigh School District
Address: 6493 Route 309
New Tripoli, Pennsylvania 18066
Contact: Andrea Edmonds
Phone: 6102988661

Year 1 Dates: 7/1/2021 - 6/30/2022

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
3	Virtual Consultations, FastBridge	One-hour of virtual coaching for FastBridge.	$165.00	$495.00
			Year 1 Subtotal:	$495.00
			Year 1 Grand Total:	$495.00

Ongoing Illuminate subscription license and/or support fees are invoiced at then current rates & enrollment per terms of the Master Subscription Licenses & Services Agreement, which may be subject to an annual increase after the first year for non-multi-year contracts and/or enrollment increases (i.e., as your student count increases or decreases, the quantity will be adjusted in accordance with the terms of the Agreement).

Any applicable state sales tax that has been added to this Client Order is an estimated amount for Client's convenience that is subject to verification and modification based on current state required tax at the time of invoicing. Subscription Start and Expiration Dates shall be as set forth above, which may be delayed based upon the date that Illuminate receives your purchase order or signed Client Order.

In the event that this Client Order includes promotional pricing, said promotional pricing is only valid for the select term(s), product(s), and/or service(s) as shown in this Client Order. The promotional pricing may also be limited in availability to you through the date on this Client Order that is shown as the "Valid Through" period.
All invoices shall be paid within thirty (30) days of the date of invoice.

All purchase orders must contain the exact Client Order number stated within.

To accept and finalize this Client Order, please remit a purchase order to:

Orders@illuminateEd.net
or

illuminate education

Client Order
Q-124503

6531 Irvine Center Drive Suite 100
Irvine, California 92618
(949) 656-3133
https://www.illuminateeducation.com/

Prepared Date: 7/28/2021
Valid Through: 8/27/2021
Prepared By: Adam Palmese
Start Date: 7/1/2021
End Date: 6/30/2024
Quote Term: 36

Customer: Northwestern Lehigh School District
Address: 6493 Route 309
New Tripoli, Pennsylvania 18066
Contact: Andrea Edmonds
Phone: 6102988661

Year 1 Dates: 7/1/2021 - 6/30/2022

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
405	FastBridge™	Access to FastBridge's Computer Adaptive Testing and Curriculum-Based Measurement.	$7.65	$3,098.25
1	Product Implementation: Level 1, FastBridge	FastBridge setup and initial configuration. Student Count under 500 students.	$500.00	$500.00
1	++ Level 1 Onboarding, FastBridge	Dedicated guidance through a comprehensive change framework and FastBridge system setup.	Included	
1	++ Level 1 Data Integration, FastBridge	Extraction, import, and validation of required data for FastBridge site setup.	Included	
1	++ System Management Workshop, FastBridge <500 Students	Half-day virtual implementation training session on FastBridge for System Administrators.	Included	
1	Training - FASTfix Subscription - Tier 2	On demand, web-based library of FastBridge training courses. Annual district subscription - 101-999 students	$750.00	$750.00
			Year 1 Subtotal:	$4,348.25
			Year 1 Grand Total:	$4,348.25

Year 2 Dates: 7/1/2022 - 6/30/2023

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
405	FastBridge™	Access to FastBridge's Computer Adaptive Testing and Curriculum-Based Measurement.	$7.65	$3,098.25
1	Training - FASTfix Subscription - Tier 2	On demand, web-based library of FastBridge training courses. Annual district subscription - 101-999 students	$750.00	$750.00
			Year 2 Subtotal:	$3,848.25

Year 3 Dates: 7/1/2023 - 6/30/2024

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
405	FastBridge™	Access to FastBridge's Computer Adaptive Testing and Curriculum-Based Measurement.	$7.65	$3,098.25

DocuSign Envelope ID: F5534F8A-8E54-4154-A86D-CAED036E05F8

QTY	PRODUCT	DESCRIPTION	UNIT	TOTAL
1	Training - FASTflix Subscription - Tier 2	On demand, web-based library of FastBridge training courses. Annual district subscription - 101-999 students	$750.00	$750.00
			Year 3 Subtotal:	$3,848.25
			Year 3 Grand Total:	$3,848.25

5.05 IXL Learning Agreement

L. Frisbie said this is a three year contract that will be utilized at the middle school. She said this is slated to be funded out of our ESSER grant and is pending legal review.

IXL LEARNING

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

SALES CONTRACT
CONTRACT #57336
April 26, 2021

CUSTOMER
William Dovico
Northwestern Lehigh Middle School
6636 NORTHWEST RD
NEW TRIPOLI, PA 18066

SUBSCRIPTION INFO

Salesperson	Quote #	Subscription duration
Alysa Beer	1048190-2	Jul 1, 2021 – Jun 30, 2024

PAYMENT PLAN

	Amount	Invoice date
Subscription year 1 and Professional Learning Services	$12,269 (50%) + $495 = $12,764	May 26, 2021
Subscription year 2	$6,135 (25%)	May 26, 2022
Subscription year 3	$6,134 (25%)	May 26, 2023
TOTAL	$25,033	

5.06 Community Education Classes

L. Frisbie said this is a routine item. L. Stitzel said we asked this particular instructor if the clients would be interested in online or in-person and the majority wanted to come back in-person. She said we decided we will try it and see how it goes. She said if conditions worsen with COVID we can review at that time and possibly shut it down.

Approval of Contracts Community Education Classes for Fall 2021

Instructor	Class	Contract Amount	Dates
Sharon Schnyder	Yoga -Session 1 (MONDAY) Yoga- Session 2 (MONDAY)	240.00 210.00	September 13- October 25, 2021 November 1 – December 6, 2021

5.07 Whitehall-Coplay Agreement

L. Frisbie said this is a recurring agreement for the last several years. She said there is a change to now include extended school year services which is the only change.

5.08 Reports
L. Frisbie recommended the Board receive the following Reports for May & June:
MAY 2021

1. Budget Report
2. Revenues Report
3. Treasurer's Report

   Fund 10 General Fund with a beginning balance of $22,718,464.91, receipts of $913,944.78, disbursements of $(2,452,946.55), leaving a balance of $21,179,463.14.
   Fund 32 Capital Reserve Fund with a beginning balance of $2,005,327.83, receipts of $614.19, disbursements of $0, leaving a balance of $2,005,942.02.
   Fund 37 Capital Projects with a beginning balance of $109,551.35, receipts of $20.99, disbursements of $0, leaving a balance of $109,572.34.
   F**und 51 Food Service Fund** with a beginning balance of $689.92, receipts of $20,381.74, disbursements of $(20,371.66), leaving a balance of $700.00.
4. EIT Report
5. Activity Fund Report
6. Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

JUNE 2021

1. Budget Report
2. Revenues Report
3. Treasurer's Report

   Fund 10 General Fund with a beginning balance of $ 21,179,463.14, receipts of $ 3,447,679.12, disbursements of $ (6,322,561.94), leaving a balance of $ 18,304,580.32.
   Fund 32 Capital Reserve Fund with a beginning balance of $ 2,005,942.02, receipts of $ 1,117,736.33, disbursements of $0, leaving a balance of $ 3,123,678.35.
   Fund 37 Capital Projects with a beginning balance of $ 109,572.34, receipts of $ 24.74, disbursements of $0, leaving a balance of $ 109,597.08.
   F**und 51 Food Service Fund** with a beginning balance of $ 700.00, receipts of $ 14,572.10, disbursements of $ (20,790.96), leaving a balance of $ (5,518.86).
4. EIT Report
5. Activity Fund Report
6. Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

L. Frisbie said there are reports for May & June because we did not have a July meeting. She said in June they will see our expenditure costs for salary and benefits are higher than normal because we do a stipend pay for spring stipends as well as any teachers who receive a lump sum payout. She said EIT collections trend at a little less than 6.5% over our prior year collection and significantly exceeded our budget amounts for 2021 which is really good news.

T. Leiser asked about a CD that matured 7/3/21 and what we are doing with that. L. Frisbie said we let that roll into the money market account because it has a higher interest rate than what the rates on cds are right now. She said they communicated that with the bank and will continue to watch and see what happens.

6. Old Business

7. New Business

7.01 Open Records Officer
The appointment of Troy Sosnovik as District Open Records Officer.

8. Communications

10.01 Courtesy of the Floor
J. Holman wished Leslie the best of luck.

L. Frisbie said she will definitely miss everyone here and thanked the Board for all their support over the years. She said for everyone who knows her she bleeds blue and white but she will definitely take a little black and gold with her.

W. Dellicker said we wish Leslie the best and thank you so much for the 12 years she's given us here.

11. Adjournment

Upon motion by A. Rex , seconded by R. Lister , the meeting was adjourned at 9:22PM.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary